



Kitsap County EMS

Board of Directors Meeting

Date: May 12, 2026

Time: 9:00 AM

Location: Virtual (Microsoft Teams)

Status: Meeting opened without a quorum

1. Call to Order

Chief Jim Gillard called the meeting to order at 9:07 am following confirmation of a quorum.

2. Announcements

- The agenda for this month has been rearranged for this meeting due to an issue that has arisen and requires discussion with the Board of Directors.

3. Approval of minutes

MOTION by Chief Lagrandeur to approve March meeting minutes, as presented. **SECONDED** by Chief Faucett. The Motion was **PASSED** unanimously by all members present.

4. Financial Update

Danielle Mackelwich reported:

- Checking Account: **\$33,195**
- Savings Account: **\$529,300**
- Money Market **\$63,420**

The organization is currently operating at approximately 40% of the annual budget

5. Staff Reports

Medical Program Director Report – Dr. Joe Hoffman



Dr. Hoffman reported on the following activities:

- Northwest Regional Council meeting participation
- Regional Advisory Committee and Steering Committee attendance
- Continued protocol development and Department of Health review
- EMT final examinations and base station participation
- ECG training courses with strong regional attendance
- State MPD meeting participation
- Ongoing work on blood transfusion implementation planning

Administrative Report – Danielle Mackelwich

Administrative updates included:

- Reduction of overdue invoices to three accounts
- Billing and Contractor payments for recent training courses
- Inquiry into QuickBooks 1099 reporting discrepancies with CPA support
- Ongoing coordination regarding instructor reimbursement processes
- Completion of B&O taxes, L&I taxes, payroll, and reconciliation activities
- Ongoing Administration duties

Training Coordinator Report– Tamarah Hoffman

Training accomplishments included:

- Completion of two EMT academies
- Completion of IV Tech, ACLS, PALS, PEPP, ECG, and refresher courses
- Development work on updated academy syllabus requirements
- Quarterly recertification review process with significant compliance improvements
- Recertification processing completed for Olympic Ambulance, Bainbridge, and Central Kitsap providers
- Upcoming recertification notifications for Bremerton and Poulsbo agencies

6. Agency and Partner Updates

St. Michael Medical Center – Keirrie Waddington

- Hospital representatives reported stable operations, onboarding of new staff, and preparation for incoming residents.



Virginia Mason Franciscan Freestanding Emergency Departments-John Viglo

Patient volumes remain high, particularly at Port Orchard. No major changes in EMS transport patterns were reported.

Life Flight- Lora York

- Seasonal weather improvements are increasing operational availability.
- Ongoing support for **landing zone training and joint exercises**.

Airlift NW- Vanessa Palensky

- A successful airway education event was completed with record attendance of 58 participants.
- Upcoming community outreach events were announced.

Public Health – Dr. Herbie Duber

Public health updates included:

- Monitoring of hantavirus concerns with no immediate local threat identified
- Continued measles preparedness and vaccination outreach efforts
- Community firearm safety initiatives and distribution of gun lock boxes
- Public engagement events regarding public health and Medicaid-related issues

Kitsap 911–Open discussion

Discussion occurred regarding the implementation of an AI-assisted non-emergency call line intended to reduce dispatcher workload while maintaining safeguards for critical calls.

Olympic Ambulance – Jack Reynolds

- Updates included:
 - Launch planning for a Behavioral Health Unit pilot program in Kitsap and Clallam Counties
 - Recruitment and staffing efforts for an additional ALS unit
 - Ongoing training regarding freestanding emergency department protocols



Fire & Regional Updates

None

Hospital Wait Times-PFD

Chief Gillard reported continued challenges with **ambulance wait times**.

Actions underway include:

- Weekly monitoring and reporting of wait time metrics.
- EMS Task Force collaboration with hospital leadership.
- Efforts to improve utilization of **freestanding emergency departments**.
- Anticipated improvements with additional hospital bed capacity coming online.

Cares App Program-

- Two candidates are currently in the **interview process** for the CARES APP position.
- Saint Michael Medical Center reaffirmed its commitment to supporting the program.

Kitsap 911-Maria Jameson-Owens

Maria reported Operations Chiefs are reviewing procedures for **hospital notification timelines when units are delayed at Emergency Departments**, which may affect operational protocols.

A. Physician Delegate Contract

Chief Gillard reported that a **formal contract for Dr. Bellis** has not yet been finalized.

A draft contract has been developed incorporating:

- Previous EMS Council contract language
- Bainbridge Fire contract provisions
- Legal counsel recommendations

The document will be circulated for further review before final approval.

B. Behavioral Health White Paper

The board discussed ongoing efforts to clarify **EMS responsibilities during behavioral health detentions**.

Key issue:

- Whether **law enforcement or DCR involuntary detentions automatically establish medical necessity for ambulance transport**.

The Department of Health has been asked to seek clarification from the **Assistant Attorney General**, although expectations for a formal response remain uncertain.



Concerns include:

- System strain caused by non-medical transports
- EMS resource utilization
- Emergency department capacity impacts

C. County Operating Procedures(COPs)

Dr. Hoffman and Medical Officers continue developing **updated County Operating Procedures**.

Updates include:

- Clinical policy integration into EMS protocols
- Guidance for infrequent but critical events such as:
 - Child death response
 - Legal blood draws
 - Documentation procedures

Further operational review will occur before final adoption.

7. Discussion and Action Items

A. Freestanding Emergency Department Protocol

Dr. Hoffman presented revisions to the freestanding emergency department destination protocol, reorganized by organ system to improve field usability.

Action

MOTION by Chief Faucett to adopt the free-standing ED protocol as a County Operating Procedure, pending publication of the formal protocol as presented. **SECONDED** by Chief Christian. The Motion was **PASSED** unanimously by all members present.

B. County Operating Procedures Update

Dr. Hoffman reported that the remaining county operating procedures are complete and ready for inclusion in the next protocol publication cycle.

Formal adoption packets will be distributed at the next meeting.



C. Extended Wait Time Notification Procedure

Chief Gillard presented proposed revisions to the extended emergency department wait time notification procedure.

Key Revision

- Threshold reduced from 45 minutes to 30 minutes for notification when two EMS units are delayed at a facility.

The revision is intended to improve situational awareness and encourage consideration of alternate destinations when appropriate.

No objections were raised, and implementation will proceed in coordination with Kitsap 911.

D. ITA Transport Discussion

Chief Jeff Faucett provided an overview of ongoing concerns related to the Involuntary Treatment Act (ITA) and behavioral health transports.

Topics discussed included:

- Variability in law enforcement practices
- Capacity determination challenges
- EMS transport responsibilities
- Coordination among DCRs, hospitals, law enforcement, and EMS agencies
- Resource utilization concerns and ambulance availability impacts

Stakeholders agreed that additional collaborative meetings are needed to clarify expectations, operational responsibilities, and legal considerations.

A larger stakeholder meeting is planned for early June.

E. EMS Council Instructor Compensation Policy Revision-Chief Moravec-A/C Chief Hurguy

Chief Moravec and A/C Chief Hurguy presented proposed revisions to Policy 3110 regarding instructor compensation.

Proposed Policy Clarifications



- EMS Council-paid instructors may not also receive compensation from their home agency for the same instructional hours
- Agencies compensating instructors directly may request reimbursement from the EMS Council up to established reimbursement limits

Action

MOTION by Chief Lagrandeur to adopt proposed Policy 3110, as presented. **SECONDED** by Chief Faucett. The Motion was **PASSED** unanimously by all members present.

6. Good of the Order

Dr. Hoffman announced the upcoming West Region EMS Conference scheduled for June 6 in Tacoma.

7. Adjournment at 9:50 AM

The next meeting will be held on June 9, 2026

Attendees:

Chief Jim Gillard-PFD
Dr.Hoffman-MPD
Tamarah Hoffman-KCEMS
Danielle Mackelwich-KCEMS
Guy Earle-KCHD
Lora York-LifeFlight
Chief Pat McGanney-BFD
Vanessa Palensky-Airlift
Jack Reynolds-Olympic Ambulance
Josh Herguy-KCEMS Treasurer
Dr. Herbie Dubar-KPHD
Chief Jared Moravec-BIFD
Chief Lagramdeur-NKFR
Chief Jason Christian-CKFR
Allison-SMMC
John Viglo-VMF
Maria Jameson-Owens
Allie McLaughlin-